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A BIO-BASED FLOOR COVERING WITH ERUTAN INSIDE ECO/11/304532 ERUTAN

WORK PACKAGE 1: MANAGEMENT

Deliverable D1.2 “Project Management Guide”

Lead participant:	BWC
Type of deliverable:	report
Month of completion:	M6 (May 2013)



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1 AIM AND RESULTS OF THE PROJECT

The objective of this project is a first industrial application of the eco-innovative solution called ERUTAN (read “nature” backwards) with the intention to reach global replication of the environmentally friendly production process for woollen floor coverings. ERUTAN has been developed at pilot scale by three SME’s in cooperation with European R&D partners and brings a high added value to the global carpet market. The main objectives and steps beyond the state-of-the-art of this project are twofold:

- i) up-scaling of an innovative, sustainable enzymatic wool scouring method, and
- ii) up-scaling of a novel enzymatic process for bonding between the yarns and the supporting material of the carpets.

The realisation of an industrial enzymatic wool scouring process will enable sheep farmers all over the world to scour their raw wool in an environmentally responsible way. The carpet backing approach will bring about considerable energy saving and low, if any, carbon footprint using naturally based adhesives and enzymes. Finally, a system for 100% of recycling of the post-consumer waste should be realised, because ERUTAN consists of natural materials only which can be fully re-used.

ERUTAN is the first real innovation in the manufacturing of floor coverings since 1960. Although the single production steps are still the same as in the conventional production, the environmental impact and production way change considerably. The new scouring method for wool (WP2) by using natural products such as enzymes contributes to a higher quality (higher elasticity of the wool), to better dyeing abilities and removes the typical barn smell of the wool as this is the case in the conventional washing process for wool. The existing pilot line for this purpose will be adapted to reach the industrial standard for scouring of 10.000 kg of raw wool within eight working hours. The industrial application of the scouring technology will be developed in the Netherlands for its first use by H. Dawson (a wool merchant from the UK) and Danspin A/S, a Danish spinner. Danspin makes carpet yarn from wool that comes from all over Europe (e.g. United Kingdom, Spain, Scandinavian countries). The intensification of the scouring process will be further achieved by optimizing the enzyme formulation and conditions for application. The main result of WP2 therefore is an industrial enzymatic process for scouring of raw wool as an alternative to the conventional chemical approach.

With regard to the enzymatic bonding process, four different but closely interrelated tasks have been planned for WP3:

- Identification of potential providers for adhesives precursors and enzymes: Prior to the scale-up of the process itself it is basic to ensure commercial availability of the necessary ingredients.



- Up-scaling the backing line: According to the requirements of the enzymatic process, minor changes in the current carpet backing lines are expected to be necessary. Processing time, temperature and paste application technology will be adapted to the new bonding process.
- Up-scaling the adhesive paste: Liquor ratio will be changed in order to meet scale-up requirements, thus varying enzyme and adhesive precursor concentration.
- Optimization of the process parameters and paste application technology: After both tasks dedicated to up-scaling processes, the process as a whole will be optimized depending on post-production quality verification.

The major output from WP3 is a novel industrial carpet backing process and line based on the use of (enzymatically) “in situ” generated natural adhesives.

As soon the up-scaling has been finished, the production, exploitation and disposal phases of the ERUTAN carpets will be considered in a Life Cycle Analysis, validated by a Critical Review. Within this work package the input of ERUTAN carpet after its use phase into a second life such as substrates for the agro and food industry will be taken into account. A second possibility of 100% recycling of ERUTAN-carpet after its use phase is to shred it in order to reuse the fibres in a kind of needle felt. By doing so, new textiles can be produced fully existing of recycled material. Business plan related to the exploitation and commercialization of the industrially developed processes and products will be set up in WP5. Dissemination activities will take place under WP6.

2 FIVE MANAGEMENT ASPECTS

2.1 Organisation

An organisation can be defined as a (social) unit of people that is structured and managed to meet a need or to pursue collective goals. All organizations have a management structure that determines relationships between the different activities and the members, and subdivides and assigns roles, responsibilities, and authority to carry out different tasks. The consortium of the ERUTAN-project consists of four partners, two from the Netherlands, one from Austria and one from Spain. The mix of partners contributes to the European Added Value of projects like ERUTAN. Best Wool Carpets B.V. (BWC) is the coordinator or the project. BWC and two other partners are also leaders of work packages. All partners have responsibility for the fulfilment of the tasks belonging to the work packages. The management structure of our consortium is shown in Figure 1.

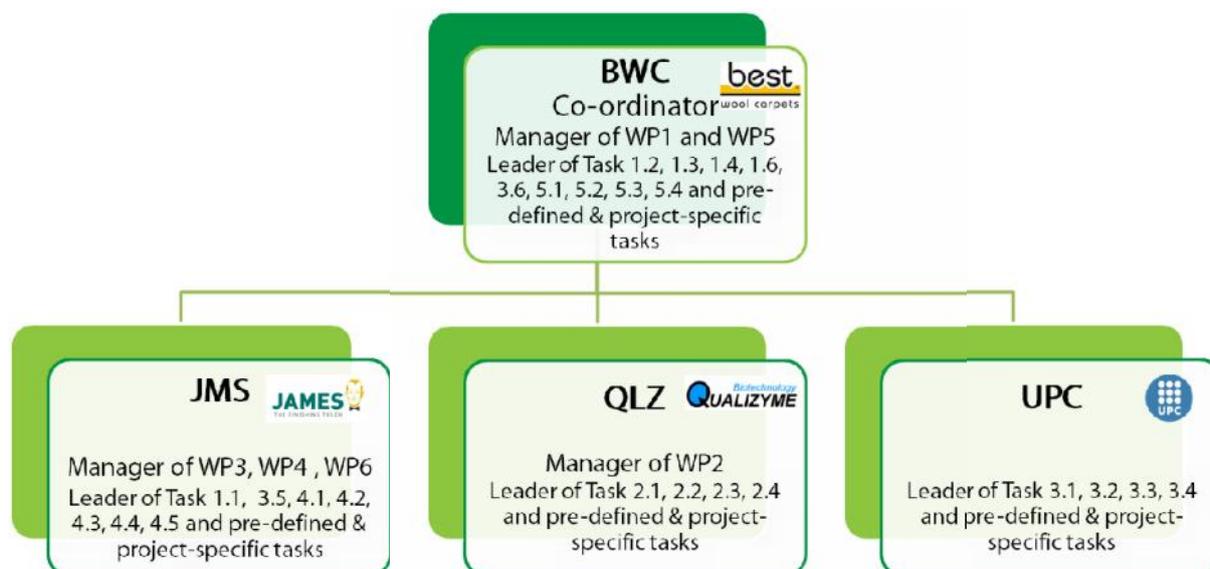


Figure 1: The management structure of the ERUTAN-consortium

There are six work packages for this project:

- WP1: Management
- WP2: Up-scaling of the enzymatic wool scouring
- WP3: Up-scaling of the adhesive composition and enzymatic bounding of carpet layers
- WP4: Life Cycle Analysis of ERUTAN
- WP5: Exploitation and Business Plan
- WP6: Dissemination Activities

In the figure below, the logic between the Work Packages is clearly defined. In short, WP2 and WP3 make up the up-scaling process, which are then subsequently used for process evaluation in WP4, the Life Cycle Analysis of ERUTAN. During the whole project, which lasts 36 months, the SME partners BWC and JMS are responsible for exploitation and setting up a business plan. Within the dissemination activities they are supported by the other two partners QLZ and UPC. All of them will contribute to a successful first application as well as to market replication of the ERUTAN-concept. Moreover, subcontractors are considered in order to support the coordinator in the right interpretation of the biotechnological results, which are delivered by QLZ and UPC within the work packages WP2 and WP3. The partner



JMS has already some knowledge in conducting a Life Cycle Analysis according to international standards, although the main expertise is derived from a subcontractor. This subcontractor is responsible for the conduction and coordination over the LCA. JMS and all other partners will support the subcontractor during the working phase by collecting data in order to carry out a consistent LCA.

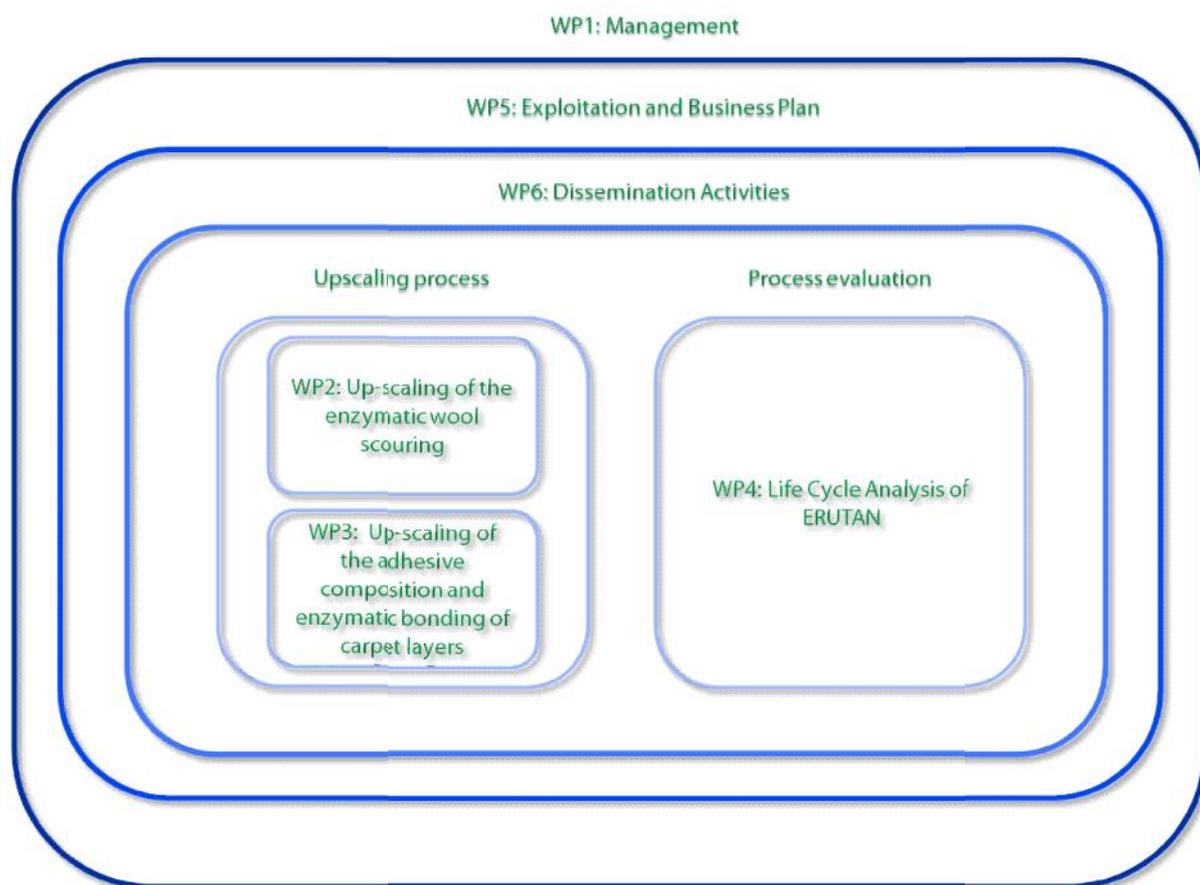


Figure 2: The structure of the project showing the logical connection of the work packages to each other

For each work package tangible deliverables have been defined. In order to have a better overview of these deliverables including the type, quantification, publication languages, accessibility and the months of completion, the coordinator has set up an Excel-sheet as shown in Figure 3. This sheet can be easily filtered by work package, by date etc. The coordinator supervises that the deliverables are ready on the due date and uploads the reports via the EU Participant Portal:

⇒ <http://ec.europa.eu/research/participants/portal/page/home>



The Participant Portal is the entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing proposals and projects throughout their lifecycle.

Deliverable N°	Deliverable name (self-explanatory)	Type of deliverable	Quantification	For Publications: Language(s)	Accessibility of deliverable	Month of completion		
D6.1	Project information updates (pre-defined)	text, ppt	2-5 times dep	EN	PU	M01		WP1
D6.8	Communication on and visiting of European and/or international fairs (addressing target groups)	Visits	At least 3 times	EN (or local, as ap)	PU	M02		WP2
D1.1	Project website and updates	Website		EN	CO/PU	M03		WP3
D5.1	Business plan, version 1.0	Report		EN	CO	M03		WP4
D3.2	Project Management Guide	Report		EN	CO/PU	M06		WP5
D3.1	At least 3 adhesive precursors as per yam and backing material selected	Technical description		EN	CO	M06		WP6
D3.2	Supply of adhesive precursors and enzymes guaranteed	Report		EN	CO	M06		
D5.2	Business plan, version 2.0	Report		EN	CO	M06		
D1.8	Progress report after 10 project months	Report		EN	PU	M10		
D3.1	100 kg of wool washed in 1 day	Report and test		EN	CO	M10		
D3.3	Optimized for industrial production paste composition	Technical description		EN	CO	M12		
D6.1	Project information updates (pre-defined)	text, ppt	2-5 times dep	EN	PU	M12		
D6.8	Communication on and visiting of European and/or international fairs (addressing target groups)	Visits	At least 3 times	EN (or local, as ap)	PU	M14		
D1.1	Project website and updates	Website		EN	CO/PU	M15		
D3.2	1.000 kg of wool washed in 1 day	Report and test		EN	CO	M15		
D1.3	Interim report after 18 project months	Report		EN	CO/PU	M18		
D5.3	Exploitation report 1.0	Report		EN	CO	M18		
D5.4	Long-term, stable and transparent pricing structure for wool	Report		EN	CO/PU	M18		
D1.4	Progress report after 24 project months incl. the monitoring of the performance indicators	Report		EN	CO/PU	M24		
D1.5	Monitoring of the performance indicators	Report		EN	PU	M24		
D3.4	Industrial scale-up of the pilot backing line	An assembly line			CO	M24		
D6.1	Project information updates (pre-defined)	text, ppt	2-5 times dep	EN	PU	M24		
D3.3	1.000 kg of wool washed in 8 h	Report and test		EN	CO	M25		
D6.8	Communication on and visiting of European and/or international fairs (addressing target groups)	Visits	At least 3 times	EN (or local, as ap)	PU	M26		
D1.1	Project website and updates	Website		EN	CO/PU	M27		
D3.4	10.000 kg of wool washed in 8 h	Report and test		EN	PU	M30		
D3.5	Optimized and reproducible enzymatic backing process	Implementation of a new process			CO	M30		
D3.6	Guidelines for paste composition and its application depending on the yam and backing material	Technical description		EN	CO	M30		
D4.1	Goal and scope definition	Milestone		EN	CO	M30		
D5.5	Exploitation report 2.0	Report		EN	PU	M30		
D4.2	Life Cycle Inventory Analysis	Report		EN	CO	M31		
D3.7	Reproducible at industrial scale product quality	Production of the inno-vative material			PU	M32		
D5.6	Supply of ERUTAN treated wool into the supply chain	Milestone		EN	PU	M32		
D4.3	Life Cycle Impact Assessment	Milestone		EN	CO	M33		
D4.4	Report on LCAs	Report		EN	CO (extracts of this)	M34		
D4.5	Critical Review of the LCAs by an external expert panel	Report		EN	CO (extracts of this)	M35		
D1.1	Project website and updates	Website		EN	CO/PU	M36		
D1.6	Final report incl. the monitoring of the performance indicators	Report		EN	CO/PU	M36		
D1.7	Monitoring of the performance indicators	Report		EN	PU	M36		
D3.8	Report describing the production of the ERUTAN-carpet and its sales by the end of the project	Report		EN	PU	M36		
D5.7	Post-consumer waste management including a detailed description of the take-back system of ERUT	Report		EN	PU	M36		
D6.1	Project information updates (pre-defined)	text, ppt	2-5 times dep	EN	PU	M36		
D6.4	Layman's report (pre-defined)	Brochure	5-10 pages	EN (optional: oth)	PU	M36		
D6.5	Evaluation report (pre-defined)	Report	max. 5 pages	EN	to be agreed	M36		
D6.2	Inputs to additional common information material related to eco-innovation actions (pre-defined)	input to posters, articles for newsletters on request by EEN (or local, as ap)		EN (or local, as ap)	PU	upon request		
D6.6	Publication of scientific and technological papers	Publications	at least 2 times	EN	PU	upon request		
D6.7	Preparation of (commercial) brochures and flyers	Flyers	At least 6	EN (or local, as ap)	PU	upon request		
D6.3	Project presentations (pre-defined)	ppt, presentation, participation in event	max 2 times	EN (or local, as ap)	PU	upon request		

Figure 3: Overview of all deliverables with the ERUTAN-project filtered by their due date

2.2 Time

The duration of the ERUTAN-project is 36 months. The project start on 01/12/2012 and will last until 30/11/2015. The time line for the project in general and the work packages in detail is shown in Figure 4. The numbering of each deliverable is also mentioned in the month, in which it should be delivered.

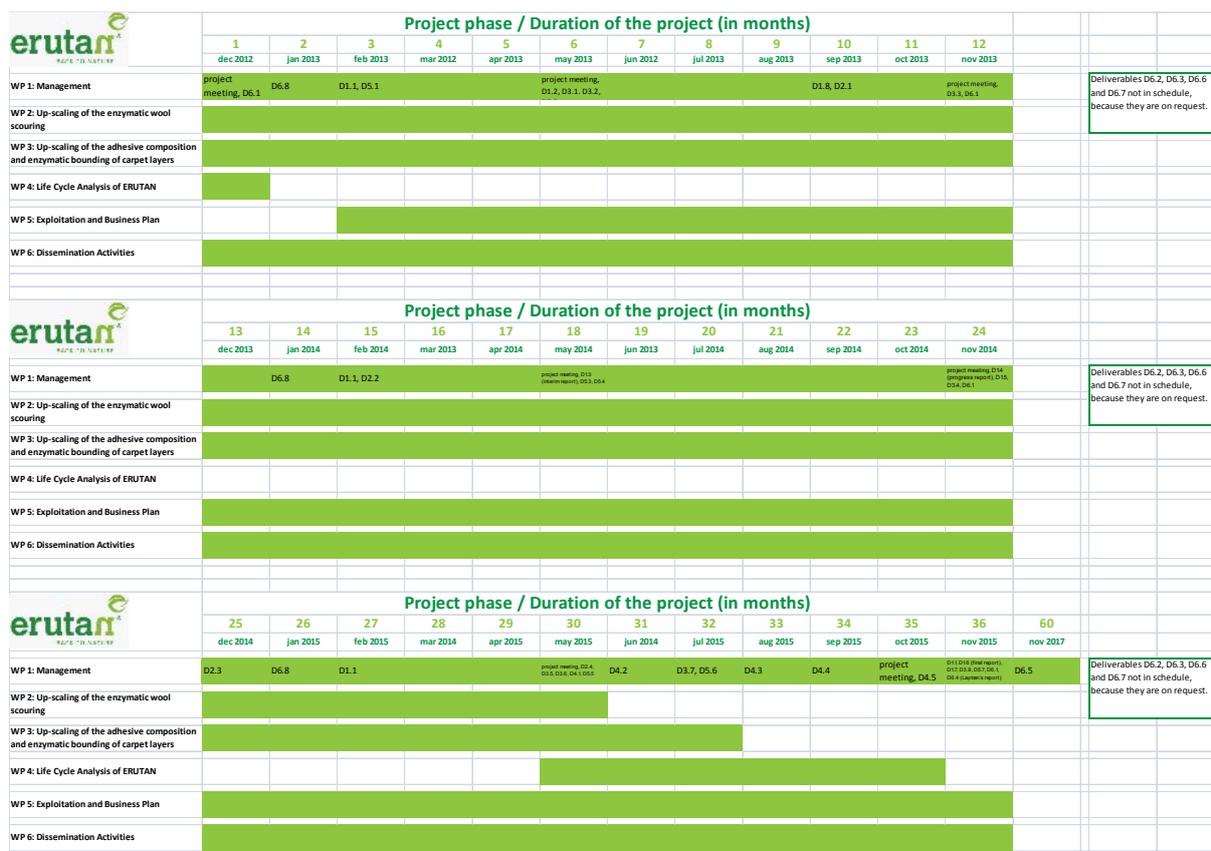


Figure 4: The schedule of the ERUTAN-project over 36 months showing start and end date for each work package

In order to reach the project goals, the consortium has budgeted in total 19500 working hours. This equals to 740.022,00 €, as explained in the following table.

Table 1: Hours and costs per partner for the duration of the project (01/12/2012 until 30/11/2015)

	Hours forseen				Total hours	Staff costs
	BWC	JMS	QLZ	UPC		
WP1	700	1000	396	130	2226	87.121,00 €
WP2	500	1800	2310	0	4610	163.138,00 €
WP3	1000	1800	264	5220	8284	303.370,00 €
WP4	300	1400	165	140	2005	88.115,00 €
WP5	750	800	0	0	1550	65.256,00 €
WP6	200	350	165	160	875	33.022,00 €
Total	3450	7150	3300	5650	19550	740.022,00 €



2.3 Financial aspects

Whereas each partner is responsible to register staff costs (working hours multiplied by salary), subcontracting costs, travel and subsistence, equipment and infrastructure resp. other specific costs by themselves, it is the responsibility of the coordinator to remind the partners to hand over these results.

Financial aspects will be reported twice, after 18 and after 36 project months. Administration takes place via the financial template that is provided by the European Commission, see http://ec.europa.eu/environment/eco-innovation/run-project/contract-finance/index_en.htm.

The document “Financial Guidelines” (http://ec.europa.eu/environment/eco-innovation/files/docs/contract/financial_guidelines_en.pdf) has been shared with the whole consortium as well in order to guarantee the correct and complete financial declaration.

2.4 Information and communication

Communication is defined as “the activity of conveying information through the exchange of thoughts, messages, or information, as by speech, visuals, signals, writing, or behaviour. It is the meaningful exchange of information between two or more living creatures¹”.

Capturing the manner of communication is essential for the success of a project and for achieving and maintaining commitment. Also the dissemination of the project results and all other project activities are taken into account. Interaction within the consortium must be ensured as well as the regular communication towards Brussels and with the world.

ERUTAN therefore defined different ways of how to communicate and exchange information internally and externally. These methods will be described shortly step by step.

2.4.1 Consortium meetings

As already stated in Part B of the project proposal, there will be a partner meeting with the whole consortium every six months (one kick-off meeting, 4 interim meetings and 1 final meeting). Consortium meetings are necessary in order offer the project partners the possibility for networking, to present innovative results and activities, to compare the objectives of the project with the findings so far and to define the schedule for the next

¹ <http://en.wikipedia.org/wiki/Communication>



six working months. The partners can ask for support in technology and administration. Moreover it is a moment to evaluate the deliverables and the dissemination activities.

The Kick-Off-meeting took place on 25th of April 2013 in Grubbenvorst, The Netherlands, on the premises of partner James (see some pictures of the day below). The next consortium meeting is scheduled for Monday, 9th of December 2013.



2.4.2 Meetings within single Work Packages and with partners

Moreover, there will be six face-to-face work package meetings, in order to evaluate, if the results are conform the planning, to solve technical questions and to agree on final recipes and working methods. Moreover, the partners BWC and JMS are mainly



responsible for exploitation and dissemination. In order to do so, they will have another six international meetings during the project phase in combination with 36 national travels each. The national travels are used to visit and communicate with other partners and suppliers that do neither belong to the consortium, neither to the subcontractors, but who are essential to guarantee the success of up-scaling and the market implementation of the ERUTAN-product.

2.4.3 Skype and/or telephone conference calls

Whenever possible, virtual meetings are preferred instead of face-to-face meetings in order to think of the environment. The consortium is already used to modern techniques such as Skype or telephone conferences. The consortium is doing any effort to reduce the project's own ecological footprint while managing and implementing the project. Virtual meetings are also important for a regularly information exchange on a two weekly basis.



2.4.4 Dropbox

Dropbox is a free service with online access or an easy installation onto the computer. The Dropbox for the ERUTAN-project has been set up by the coordinator and invitation has been send to all partners. As soon a new document is uploaded to the Dropbox, all partners receive a notification of a new or changed document and by using is, partners avoid sending lots of emails. The Dropbox is used as replacement for the "private part" that is a predefined content of the project website (see chapter 2.4.5). Dropbox is used as a project management tool, which keeps all members up-to-date on the deliverables and milestones. It allows members to contact each other by posting information in the appropriate file folders. It also contains a calendar of deliverables, milestones and meetings as well as financial aspects.



ERUTAN (ECO-11-304532...sortium) Dropbox-Suche

Name ▲	Art	Geändert
Deliverables	Ordner	--
Important Documents	Ordner	--
Meetings	Ordner	--
Qualizyme	Ordner	--
Flow Chart Projectmanagement Eco...novation.xlsx	document xlsx	02.04.2013 15:59

2.4.5 ERUTAN-website

Under the leading of the coordinator the consortium sets up a project website for communication purposes and to exchange results easily and in an environmentally friendly way through Europe. This website will be updated regularly, in order to promote the ERUTAN philosophy and will be maintained. You can access this website via www.erutan.eu.



The “blog” has been created in order to be interactive with the world and spread around any news about the project and its implications. The latest blog entry is also visible on “home” in order to guarantee a regularly new appearance. Blog entries are also content of the Facebook-profile (see chapter 2.4.6).



The page “downloads” is the interactive part of the website, where any interested party can download additional information about the project such as general presentations, pictures, logo’s, publication, public deliverables etc. Remark once again, confidential deliverables are only exchanges via the Dropbox file sharing.

2.4.6 Facebook profile of ERUTAN

In order to ensure a good communication about ERUTAN through the social media world, ERUTAN is very active on its Facebook profile <https://www.facebook.com/ERUTAN.BV>.

Please like us  as well in order to increase the traffic on this site.



facebook Suche nach Personen, Orten und Dingen

erutan
BACK TO NATURE

ERUTAN - back to nature
38 „Gefällt mir“-Angaben · 1 war hier

✓ Gefällt dir Nachricht senden

Kategorie hinzufügen
Mercuriusplein 1, 5971 LW Grubbenvorst
+31 77 327 9197
Heute: 08:30 - 17:00
Info - Änderung vorschlagen

Fotos „Gefällt mir“-Angaben Karte Veranstaltungen

Höhepunkte

New minor FODS for Design Academy
The cyclic thinking in concept and product design initiated for the Commission Designer will get a great follow-up within Design Academy's subdomain. Simone de Waert was asked to take part of the assignment team for the first FODS minor. Design and thinking training will keep the motivation by students for the thread, but inspiring subject of Food, security, the societal, experience, materiality, consumer behavior, sustainability, risks and social entertainment will be part of the topic. The final results will be presented by the students, before summer.

Weaving Materials with Researchers of Lancaster - UK
Weaving Materials will move on to the next location of one of our partners: Lancaster University in the UK. The subdomain of "Smart processing" will be further investigated through hands-on experiments in a materials and Lab-crafting. Designers and engineers will work with knowledge and new materials to experiment with the latest manufacturing technology. Material Science shares this Mater (class) in collaboration with the people of Lancaster University. We look forward to the results, which will be taken on board when the collection moves further to the next location. [Read more](#) → [Watch more](#) →

In the spotlight, three different textile views
From Weaving Materials, we have selected three material developments that deserve special attention!

Make do and mend
How is it possible to prolong the life of textile pieces? Clara Vandeweyer searched for materials and ways to stretch textiles that age to aesthetic and surprising views. By repairing used textiles, original shapes are created - their substance is the already simple life for their stories. [Read more](#) →

Sound Curtains
Gifus Design created an aesthetic modular curtain system where the fabric surfaces function as speakers and are covered with LEDs. A new processing technique is used to embroider the soft curtains and make the separate modules interchangeable - and create a curtain according to your mood. [Read more](#) →

Gefällt mir · Kommentieren · Teilen

Best Wool Carpets goes Germany
Gefällt mir nicht mehr · Kommentieren · Teilen 27 6 1

ERUTAN - back to nature
17. April

newsletter spring 2013
Collaboration in the field of textiles
The Commission Designer
New minor FODS for Design Academy
Weaving Materials with Researchers of Lancaster - UK
In the spotlight: three different textile views

Collaboration in the field of Textiles
How can you tap into the innovative potential of creative people and apply it in a valuable way into your product? How will the ideas of innovation cooperation be turned into reality? These questions were put on the table in the ongoing intensive workshop of textile concepts Tool at Rome, Belgium. Simone de Waert was invited for a good lecture to share her

2.4.7 Templates for presentations and reports

In order to have a kind of “corporate identity” and to fulfil the requirements of the European Commissions to publications and presentations, the project coordinator has defined a standard Word-format for reports and a Powerpoint-format for presentations. These formats are uploaded to the Dropbox and can be used by all members for own purposes (see uniform layout of already published deliverables).

2.5 Quality

To ensure the quality of the deliverables and milestones of the project, a first concept of a report is always shared within the whole consortium in order to collect as much feedback as possible and to improve the reports if necessary. As soon agreement on the layout and content has been uniform found, the deliverable is published.

Please find all relevant contact data of the whole consortium in Annex 1 and do not hesitate to contact each other in case you need the help or support or if you have technical question.



ANNEX 1: CONTACT DETAILS OF PARTICIPANTS

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